

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**

**DEPUTY MAYOR**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Deputy Mayor is a stand alone classification in the Legislative series. Incumbent works closely with the Mayor, City Manager, and department heads in the development and implementation of City policy. Incumbents exercise considerable judgment and discretion related to the administration and operational activities of the City and may represent the Office of the Mayor as requested.

The Deputy Mayor is distinguished from other classifications by its responsibility for assisting in the development and implementation of City policy.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

|     |   |                |
|-----|---|----------------|
| 1.  | Manages policy initiatives, including the coordination of special study committees, research preparation, and presentation of special studies and reports.                        | Daily<br>15%   |
| 2.  | Manages special projects and advises on and approves aspects of special programs administered on behalf of the Mayor by other departments.  | Daily<br>10%   |
| 3.  | Identifies emerging issues of importance to the City and its citizens; analyzes issues and advises the Mayor, City Council, the City Manager, and executive management on issues. | Daily<br>10%   |
| 4.  | Works closely with department heads, Council members, and Executive Management.   | Daily<br>10%   |
| 5.  | May represent the Mayor on Boards, at public events, and at various meetings.   | Weekly<br>10%  |
| 6.  | Reviews and proofreads speeches, newsletters, and other communications documents; may write speeches, remarks, and related materials.   | Weekly<br>10%  |
| 7.  | Serves as a spokesperson for the City on various issues.  | Weekly<br>10%  |
| 9.  | Develops and recommends policies and programmatic initiatives to further the Mayor's goals.   | Monthly<br>10% |
| 10. | Performs other duties of a similar nature or level.   | As<br>Required |

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#### **Training and Experience** (positions in this class typically require):

- Bachelors Degree in Business Administration or Public Administration or in related field and four years of public sector administrative experience.

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

#### **Licensing Requirements** (positions in this class typically require):

- Basic Class C License.

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Management practices in public administration;
- Principles and practices of City organization, management, and administration;
- Public administration concepts and theories;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Community and public relations principles and practices.

#### **Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Analyzing, interpreting, and reporting research findings
- Interpreting and making decisions in accordance with applicable laws, regulations, and policies
- Implementing public relations/marketing initiatives
- Exercising initiative, and sound judgment in solving difficult and complex administrative and technical problems
- Speaking in Public
- Ability to prepare and make effective oral presentations
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Interpreting facts and policies and making sound decisions regarding said policies
- Maintaining community and public relations
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

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#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008